



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 16828	<b>POSITION:</b> Reports Management Specialist
<b>POSITION SERIES:</b> DS-0301	<b>POSITION GRADE:</b> 11/12
<b>OPENING DATE:</b> 9/14/10	<b>CLOSING DATE:</b> Open Until Filled
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 9/27/10 (and every two weeks thereafter)	<b>SALARY RANGE:</b> DS-11 \$50,010 - \$65,126 per annum DS-12 \$62,499 - \$79,959 per annum
<b>WORKSITE:</b> 2700 MLK Jr. Ave., S.E. Washington, D.C. 20032	<b>TOUR OF DUTY:</b> 8:30 – 5:00 p.m. – Monday - Friday
<b>PROMOTION POTENTIAL:</b> DS-12 if selected at DS-11 level	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> DMH/SEH/CEO	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> (X) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
( ) This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. (X) This position IS NOT in a collective bargaining unit.	
<b>"JOBS FOR D.C. RESIDENTS AMENDMENT ACT OF 2007":</b> A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (series 905), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> This position is located in the Office of the Chief Operating Officer (COO) of Saint Elizabeths Hospital. The position is responsible for producing and analyzing information management reports using crystal reports from the patient information system, Avatar, for clinical supervisors, managers, administrators, and executive management to assist them in effectively managing the various functions of the Hospital. The incumbent suggests reporting enhancements to improve the program application and successfully resolve management information needs and requirements.  Specific duties include maintaining assigned portions of the existing Avatar application, reports and resolving any related problems to ensure the continuity of on-going daily operations of systems; conducting database searches to identify potential application problems and analyzes system interrelationships; participating in special projects, i.e. federal audits, quality assurance audits, interfacing with intra-and-inter-hospital entities with personnel; working with the Supervisory Reports Management Specialist and higher level specialists to ensure the development and implementation of Avatar Standard Operating Procedures to ensure timely implementation of DMH/SEH policies and procedures; and participating in regularly scheduled meetings to assess and discuss business practices and workflow, and to identify and resolve problems.	
<b>QUALIFICATIONS REQUIREMENT:</b> This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position to be filled, and has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled.	
<b>THIS POSITION REQUIRES A PRE-EMPLOYMENT CRIMINAL BACKGROUND CHECK.</b>	
<b>SELECTIVE PLACEMENT FACTOR (S):</b> A Bachelors Degree in Information Technology or related equivalent is desired.	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Knowledge of Saint Elizabeths Hospital reporting needs, the Avatar application, the hospital and DMH's policies and standards, and pertinent system software and program interaction.
2. Knowledge of the functions of DMH and Saint Elizabeths Hospital, specifically its mental health services, policies and procedures.
3. Knowledge of how automated hospital management systems support Saint Elizabeths business practices and management information needs.
4. Knowledge of the operating characteristics of the hospital reporting systems and their required support system software, to monitor applications related to hospital and mental health program design.
5. Ability to communicate effectively, both orally and in writing sufficient to provide narrative and statistical reports and to represent the hospital in meetings related to business process systems and activities.

Ranking factors are the same for the DS-11 and 12 grade levels.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S OPERATING MANUAL FOR QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC FORM 2000. SELECTION(S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
1100 ALABAMA AVENUE SE  
ROOM 205  
WASHINGTON, D.C. 20032  
ATTN: Carol Brown (202) 299-5211

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."